

BLS Practical Examination Candidate Instructions

Welcome and introduction of practical exam team staff.

1. No logo clothing shall be worn; if you are wearing clothing with a department logo, please turn the shirt inside out before testing. Cover up logo or put a sweater or jacket on.
2. Remain in the staging area when not testing. During the exam, move only to the areas to which you are directed. Be prompt in reporting to and from the skill station.
3. Testing candidates will have a numbered candidate card that needs to be initialed by the station evaluator. When all stations have been completed the candidate card should be given to the “traffic” person.
4. Skill stations will be assigned by the “traffic” person. Once assigned, report to the station. When prepared the evaluator will call you into the station and ask for your candidate card.
5. Each skill station evaluator will read aloud “Instructions to the Candidate” exactly as printed on the candidate instruction sheet to ensure consistency and fairness. Do not ask the evaluator to supply additional information not contained within the instructions.
6. Evaluators are observers and recorders of your skill performance in relationship to the criteria listed on the performance skill sheets. Pass/Fail criteria is determined by the Examination Coordinator.
7. If a potential conflict exists with any member of the testing team leave the testing area before you begin the evaluation process and report back to the traffic person for reassignment.
8. **Testing candidates should not be evaluated by anyone who is on their primary EMS service or who is a family member or a significant other.**
9. Equipment is supplied at each skill station. Take time before your skill station performance to survey and select the equipment necessary for the appropriate management of the patient. Did anybody bring their own equipment to use at today’s exam? (If so, speak with the Exam Coordinator.)
10. Each skill station has an overall time limit. If you complete the station before the allotted time, inform the evaluator that you are finished.
11. Failure of two (2) or less skill stations entitles you to a same day retest of those skills failed at the discretion of the Exam Coordinator. Failure of a same day retest entitles you to a third attempt of the skill(s), on a different date. Failure of three (3) or more skill stations constitutes a failure of the entire practical examination, requiring a retest of the entire practical examination on a different date.
12. Results of the practical examination are reported as a pass/fail of the skill station. You will not receive a detailed critique of your performance on any skill. If you fail a station and request specifics of your failed skill, you will not be permitted to retest that skill today.
13. As you proceed through the skill station evaluation, explain what you are doing and treat the patient and injuries as you would in the field.

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14. If any unexpected events occur during the exam please notify the Examination Coordinator immediately. If necessary, Incident Report forms are available.
15. All pagers and cell phones must be turned off or put on silent mode. No headphones or electronic devices are allowed during examination.
16. Disruptive and/or unacceptable behavior will not be tolerated. If a participant is removed from the practical examination, this shall constitute a failure of the exam.
17. To assist in the QA process, the Examination Coordinator may be in a skill station to complete a performance evaluation on the station evaluator.
18. To assist in the training process for new evaluators, the student evaluator may be in a skill station completing the observation portion of their training or the evaluation portion under the supervision of the Examination Coordinator.
19. In order for the Bureau of EMS to report completion of today's practical to the National Registry, you must have an online account with the National Registry established. Waiting to establish an account can significantly delay your practical results reaching the National Registry. If you do not have an account established please speak to the instructor of your program.